	$ oldsymbol{N} $	Department	of Veterans	Affairs
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Department of Veterans Affa	irs IN	SERVIC	E PLACE	MENT R	ATING S	SHEET FOR WAGE SYST	rem Jo	OBS	
IMPORTANT - Complete all items below if t instead, complete ONLY the REVERSE SIDE	he Job Elemen of this form.	it procedure d	lescribed in O	PM Handboo	k X-118 is be	eing flowed. If the KSAO alternative p	rocedure	is used	
NAME OF EMPLOYEE			POSITION APPLIED FOR (Title, series, grade			ANNOUNCEME	ANNOUNCEMENT NUMBER		
		ased on how	RY Which best indicates the employee's w his/her total background relates to the pelement.			SOURCE OF INFORMATION (e.g., SF 171, Item 21A; VA Form 4676a, Item 5; Award, February 1983, sect.)		POINT VALUE	
	SUPERIOR 4 pts.	SATIS- FACTORY 3 pts.	ACCEPT- ABLE 2 pts.	WEAK BUT OF SOME VALUE 1 pt.	OF NO VALUE				
(SCREENOUT)	1	·			,				
A.									
В.	<u> </u>								
C.									
D.									
E.									
F.									
G.									
H.									
REMARKS						TOTAL POI	NTS >		
						QUALIFIED AT LEAST 2 PTS. ON SCREENOUT E	LEMENT		
						TOTAL SCORE = 2 X NUMBER OF EL	EMENTS C	R BETTER	
						NOT QUALIFIED LESS THAN 2 PTS. ON SCREENOUT			
						TOTAL SCORE LESS THAN 2 X NUMB	BER OF ELI	EMENTS.	
HIGH QUALITY FIGURE (Lowest score which	ch indicates hi	igh quality fo	r this vacanc	y)		POINTS			
SIGNATURE OF SME PANEL MEMBER	DATE	SIGNATU	SIGNATURE OF SME PANEL MEMBER						
SIGNATURE OF SME PANEL MEMBER			DATE	SIGNATU	NATURE OF SME PANEL MEMBER DATE				

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KSAO's ALTERNATIVE PROCEDURE FOR INSERVICE PLACEMENT - WAGE SYSTEM JOBS (IMPORTANT - Complete the items below ONLY if you are following the procedures associated with KSAO's) NAME OF EMPLOYEE POSITION APPLIED FOR (Title, series, grade) ANNOUNCEMENT NUMBER MINIMUM QUALIFICATION REQUIREMENT (Describe the zero point level for the screen-out element. Compare the candidate's total background to this level to determine whether the employee is basically qualified) QUALIFIED NOT QUALIFIED RECORD OF MERIT PROMOTION POINT CREDIT INSTRUCTIONS: For each job element (including the screen-out element) listed below, review all relevant information on the candidate and compare his/her total background to the quality levels for the job element as described in the crediting plan. Review each job element one-at-a-time. Award points accordingly. Document the rationale used to determine the appropriate quality level under each job element title, including the location of information (e.g. SF 171, Item 21A; VA Form 4676a, Item 5; Award, February 1983, etc.) influencing the degree of job element (KSAO) possession. Enter any other clarifying comments or explanations on a separate sheet, if needed. ELEMENT/ POINT CREDIT ASSIGNED JOB ELEMENT/RATING FACTOR TITLE **FACTOR** (Documentation to Support Credit) BASIC FACTOR NO. TOTAL WEIGHT VALUE (SCREENOUT) TOTAL POINT CREDIT POINTS HIGH QUALITY FIGURE (Lowest score which indicates high quality for this vacancy) SIGNATURE OF SME PANEL MEMBER DATE SIGNATURE OF SME PANEL MEMBER DATE SIGNATURE OF SME PANEL MEMBER DATE SIGNATURE OF SME PANEL MEMBER DATE

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